

DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS – PATTON  
HOSPITAL POLICE DEPARTMENT

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| JOB CLASSIFICATION:<br>EXECUTIVE SECRETARY I |
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MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

The Executive Secretary performs advanced journey person duties consisting of complex and difficult secretarial work under the direction of the Hospital Chief of Police who represents a major subdivision of a large State agency who has complex program and policy determination responsibility. The Executive Secretary takes action and relieves the Chief of Police of a variety of substantial administrative and office detail exercising a high degree of initiative and independence.

Incumbent performs substantial administrative detail and non-routine work consisting of but not limited to:

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|-----|---|
| 40% | Screens incoming correspondence; arrange correspondence for administrator's personal reply in order of priority with appropriate background material attached for reference; independently compose correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the police department; review outgoing correspondence prepared by other staff for administrator's signature for consistency with departmental policy, as well as for format, grammatical construction, and clerical error. Provide authoritative information on established agency programs and policies.  |
| 30% | Arranges meeting for the Chief of Police; prepares agenda, takes minutes at meetings (police management meetings, police supervisor's meetings); make adjustments as necessary in scheduled meeting times. Maintain monthly schedules for the Chief of Police. Follow through with summation and the recording of minutes and results as needed. Relieve the Chief of Police of routine office details. Maintain confidential and administrative files. Distribution of copies deemed as appropriate. Screens the patient visitor applications; prepares approval/denial correspondence and maintains visitor application files. Coordinates with various clinical groups/personnel within the hospital regarding patient visits. Maintain hospital police personnel files. Assists the training division with data entry and ensures the accuracy of training files for the department regarding Continued Professional Training, Perishable Skills Training and the Field Training Program. |
| 15% | Screens telephone calls and take appropriate action when required. Provides office and telephone coverage on daily basis for the offices of the Chief of Police   |

as well as hospital police management and supervisory staff. Process incoming and served subpoenas for hospital clinical and police personnel. Coordinate with district attorneys and other court personnel regarding subpoenas.

10% Opens, distributes mail, takes appropriate action on incoming mail. Process HR transaction documents (5408/5403). Process hospital police payroll and coordinates with HR regarding payroll/benefits related issues. Prepare and maintain hospital police attendance reports.

5% Submits monthly timekeeping reports as well as maintaining attendance for assigned personnel in the Hospital Police Department along with supported documents to the Human Resources Department for payroll purposes. Prepares travel arrangements for official business trips for the Chief of Police and other police department staff.

All other duties and special projects as assigned consistent with this classification.

#### **SUPERVISION RECEIVED**

Under the general direction of the Chief of Police or designee.

#### **SUPERVISION EXERCISED**

N/A

#### **KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:** General knowledge of police practices and laws. General knowledge of HIPPA guidelines pertaining to patient and staff confidentiality and standards applicable.

**ABILITY TO:** Type with an extremely high rate of accuracy, proficient in spelling, punctuation, grammar, and editing; possess a good working knowledge of the program administration and office procedures; demonstrates effective diplomatic verbal and written communication skills in dealing with all level of internal and external employees; possess a high level of coordination skills including the ability to coordinate multiple projects and meet deadlines. Incumbent must have knowledge of the basic principles and application of setting up and managing a filing and retrieval system. Incumbent should be proficient in automated environment that includes software applications in Word and Excel.

## **REQUIRED COMPETENCIES**

### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

### **SITE SPECIFIC COMPETENCIES**

None

### **TECHNICAL PROFICIENCY (SITE SPECIFIC):**

Knowledge and use of Microsoft Outlook, Word, Excel, PowerPoint, Access, and intra/internet.

### **LICENSE OR CERTIFICATION:**

None

### **TRAINING - Training Category = 1**

The employee is required to keep current with the completion of all required training.

### **THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

### **WORKING CONDITIONS:**

Employee is Required to:

1. Report to work on time and follow procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client, and the public.
4. The work entails routinely encountering and interacting with patients family's,

conservators, court personnel, attorneys, staff from other DSH and non DSH facilities, and staff throughout the facility, thus sensitivity and tolerant even temperament is required.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is always expected to maintain confidentiality.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date